



CITY OF MILWAUKEE
DEPARTMENT OF NEIGHBORHOOD SERVICES
841 N. Broadway, Room 105
Milwaukee, WI 53202
414-286-3874

HOME OCCUPATION STATEMENT APPLICATION

NAME: _____
ADDRESS: _____
HOME PHONE: _____ BUSINESS PHONE: _____ OTHER PHONE: _____
BUILDING TYPE (CHECK ONE): ___ ONE FAMILY ___ TWO FAMILY ___ MULTI-FAMILY ___ MIXED USE
DESCRIBE HOME OCCUPATION: _____
DESCRIBE AREA IN DWELLING TO BE USED: _____

REGULATIONS

- The home occupation shall be clearly incidental and subordinate to the residential use of the dwelling unit.
- In residential zoning districts, only residents of the dwelling unit shall be employed in the home occupation. In commercial and industrial zoning districts, one additional person may be employed who is not a resident.
- Up to 25% of the total usable floor area of the dwelling unit and that unit's portion of the basement may be devoted to the home occupation.
- Up to 50% of private residential garage space may be used for storage of supplies or related equipment provided that any parking requirements for the dwelling are met.
- Sheds or open space shall not be used for the home occupation or the storage of supplies or related equipment.
- There shall be NO external alterations to the building to accommodate this use and the existence of the home occupation shall not be apparent beyond the boundaries of the site.
- NO signage is permitted in residential zoning districts. In commercial and industrial zoning districts, one non-illuminated wall sign not to exceed 6 square feet in size shall be permitted.
- In residential zoning districts, the home occupation shall create NO additional traffic and parking needs to the dwelling unit. In commercial and industrial zoning districts, visitations in conjunction with the home occupation by clients, pupils, sales persons or others shall be limited to no more than 8 during a 24-hour period and no more than 2 visitors at one time.
- The home occupation shall not involve explosives, fireworks, repair of motor vehicles including body work, motor vehicle sales, storage, recycling and wholesale trade uses or any use which requires a special use or variance for the specific zoning district.
- In commercial and industrial zoning districts, the operation of the home occupation, as apparent to adjacent residential uses, shall begin no earlier than 7:00 A.M. and end no later than 9:00 P.M.

I hereby attest that the above information is accurate and that the home occupation is incidental and subordinate to the residential use of the dwelling unit. (It is NOT the "main" use of the property.) I understand and agree to abide by the requirements above, and agree to confine my business solely to the permitted areas of my home.

Any falsification, misinformation or confirmation of complaints verified by the department may result in enforcement of penalties as prescribed in Sec. 200-19 of the Milwaukee Code of Ordinances , and a possible revocation of any related business license, when applicable.

I understand that approval of this statement is NOT an approval for any other licenses or certificates required by other government sections.

I understand that an inspection of the premises may be required prior to issuance of the Home Occupation Statement and that there are no refunds for cancelled, rejected or denied applications.

APPLICANT'S SIGNATURE

DATE

Dept. of Neighborhood Services

DATE

Fee Amount \$50.70*

☐ Credit Card ☐ Cash ☐ Check

*Fee Includes a 1.4% Technology and Training surcharge

Note: Per Sec. 200-51.5, all non-owner occupied single family, two family or multi family dwellings must be recorded with the Dept. of Neighborhood Services. Please contact Property Recording at 286-3996.

For department use only: Zoning District: _____ Type: _____ Entered by: _____

Distribution: WHITE–Dept. Copy YELLOW–Applicant